



 **FRED.SATSCAN**

USER MANUAL

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Welcome to Fred Satscan

Congratulations on your Fred Satscan purchase. This manual details how to configure and operate the Fred Satscan. To simplify the use of this manual it is broken down into six sections:

- **About Fred Satscan:** This details **Fred Satscan's** main functions and features as well as how it interfaces with Microsoft Store Operations and Fred NUHQ.
- **Getting Started with Fred Satscan:** This section is recommended to be read before starting to use the **Fred Satscan** for the first time, it details tips on navigating through the various menus and configuring options that are mentioned in the sections to follow
- **General Menu:** The **General menu** section details all there is to know about configuring various stock card options and updating item information
- **Ordering Menu:** The **Ordering menu** section details all there is to know about creating, editing and receiving orders with the **Fred Satscan**. There is also some additional ordering procedural information included relating to **Fred NUHQ** and **Store Operations Manager**.
- **Stocktake Menu:** The **Stocktake menu** details all there is to know about performing a stocktake, that can later be reported on.
- **Fred Satscan Reporting:** The **Fred Satscan** reporting section detail reports relating to items scanned within the **Stocktake menu**
- **Appendix:** The appendix section lists a table summarising the purpose of the different **function keys** located on the **Fred Satscan** as well as simple troubleshooting tips.

This manual does assume a basic understanding of some **Fred NUHQ** and **Store Operations** functions, such as **Ordering**, **Item management** and **AppCAT**.

Happy scanning

About Fred Satscan

Fred Satscan connects to the local store database using Store Operations in real time, and then uploads any changes to **Fred NUHQ** every 5-15 mins. In order for this to happen, **Fred Satscan** must detect the actual **Fred Satscan program** running before it will work, this is always setup to occur on the computer where the satellite is connected to, refer to page 5. **Fred Satscan** has many features and has been broken down into 3 main menus:

General Menu

The options within this menu are all related to item management. It includes options for general changes such as pricing, printing labels and general stocktaking (no reporting). This is all possible by configuring options for the task, to either be set to **Y** for **Yes** or **N** for **No**, refer to page 7.

Ordering Menu

The menu options featured within this menu are:

- Creating Orders
- Editing Orders
- Receiving Orders

Stocktake Menu

The **Stocktake menu** is used when performing **stocktakes** that require reporting. The reports can be customised to generate for items that were either scanned during the stocktake or missed for any date range selected, for further information on reporting refer to page 25.

Getting Started with Fred Satscan:

Fred Satscan Main Features



Display	The Fred Satscan display is what you look at when operating
Esc Key	The ESC key when selected will take you back to the starting Fred Satscan menu, refer to Figure 2 on page 6
Shift Key	The Shift key enables the use of the function keys F1- F4 refer to page 29 for further information on their purpose
Trigger	The trigger is used to execute the scanning of a barcode, or to activate the display after a short while of it not being used
Reset Point	This Reset point should only be used with caution, contact Fred Help for further assistance on how to correctly reset the Fred Satscan program.
Decimal Point key	The decimal point is used to define the retail price or cost price of an item, in terms of dollar value. For instance, an item retailing at five dollars and fifty cents would be typed as, \$5.50 not \$550 (the dollar sign is not required)
Backspace key	The Backspace key is used to correct an incorrectly typed entry, it deletes the last number or letter typed.
Function keys	The function keys labelled F1-F4 have various functions, refer to page 29 for further information on their purpose
Laser	The laser is red in colour, it reads the barcode (alias) located on the item packaging or shelf label

Checking that the Fred Satscan Program is Running:

Fred Satscan is a separate software program that needs to be running before the **Fred Satscan** scanner will operate.

- Go to the computer where the satellite is plugged into, in most cases this is the main back office machine.
- To confirm the **NU Fred Satscan** program is running, look at the bottom right hand corner of the windows desktop screen and beside the digital clock you should see the **NU Fred Satscan** program sitting idle. If you point the mouse pointer over the top of the icon, without clicking, it will read **NU Fred Satscan**, refer to Figure 1

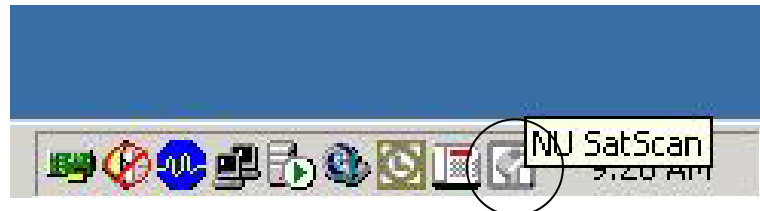


Figure 1: NU Fred Satscan program running

- If the program is not running double click the **NU Fred Satscan** icon from the main windows desktop.
- To hide this window, click the **Hide** option. Selecting the **Exit** option will exit the program completely. The **Settings** option is where the configuration settings are stored and should only be accessed by a **Fred Help consultant**.

Activating the Fred Satscan Scanner ready for use:

- Hold the scanner in your hand and push the **trigger** once; this will switch the scanner on if it wasn't on already. The start up menu screen is displayed, refer to Figure 2

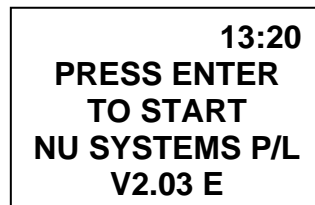


Figure 2 Fred Satscan Start Up Menu

Fred Satscan Main Menu:

- Press **Enter** to continue, the **main menu** will be displayed, refer to Figure 3

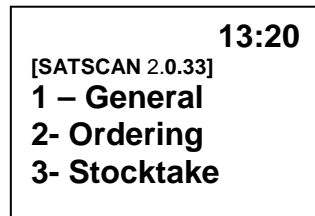


Figure 3: Fred Satscan Main Menu

- Pressing either 1, 2 or 3 on the **Fred Satscan** display will detail the different sub menu options available within each of the above menus. The remainder of this manual will detail each of the options available and their purpose.

General Menu:

Options available within the General Menu

There are five sub menus available within the **General Menu** that list various scanning options. These options can either be **activated (Y)** or **deactivated (N)**. It is recommended that whenever the **Fred Satscan** is being used, that only scanning options that match the task being completed be **activated**. This will save time reviewing things that are not relevant to the task at hand. For instance, if you only wanted to update **retail prices** for certain products in a section, there would be no purpose activating the **quantity on hand** option for this scenario. The ten scanning options within the **General menu** are listed below. These options can either be set to **Y** for **Yes** or **N** for **No**:

Scanning Options	Located within sub menu 1 Of 5
Cost Price	Setting this option to Y (Yes) will prompt to update the cost price , ensure the cost price entered is excluding GST
Retail Price	Setting this option to Y (Yes) will prompt to update the retail price , ensure the retail price entered is inclusive of GST.
Scanning Options	Located within sub menu 2 Of 5
GST Status	Setting this option to Y (Yes) will prompt to update the GST status of an item. The options for updating this status are: GST, GST Free, No GST
Alias	Nearly all items have a unique barcode located somewhere on the packaging commonly known as the APN, this is also known as an alias. Setting the Alias option to Y (Yes) will prompt to add additional alias's to stock cards by manually typing the item lookupcode (PDE) as the searching field, when using the Fred Satscan .
Scanning Options	Located within sub menu 3 Of 5
Quantity	Setting this option to Y (Yes) will prompt to update the item's stock on hand quantity (This figure includes committed quantities).
Committed Quantity	Setting this option to Y (Yes) will prompt to update committed quantities .
Scanning Options	Located within sub menu 4 Of 5
Available Quantity:	Setting this option to Y (Yes) will prompt to update the item's available stock on hand (this field does take into account committed quantities). This is the recommended option to select when performing routine stocktakes in the store (no reporting).
Restock level	The item's maximum reorder quantity. For instance, if an item's stock on hand holdings were 10 and the restock level was 25 the next time this item was reordered it would suggest 15 as the quantity to order.
Scanning Options	Located within sub menu 5 Of 5
Reorder point	Setting this option to Y (Yes) will prompt to update the reorder point . The reorder point is the quantity on hand you would like to reach before considering this item for reorder. This feature will only work in conjunction with the Restock level field.
Labels	Setting this option to Y (Yes) will prompt to ask how many shelf/product labels you would like to print.

How to configure the Fred Satscan options within the General Menu

On the previous page, there is a list of all the different scanning options listed within the **General menu**. Once there is a good understanding of what these options do, it is very simple to learn how to go about configuring the **Fred Satscan** with your chosen options.

Navigating the General Menu:

- Ensure the **Fred Satscan** program is running, refer to Figure 1 page 5
- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan** menu press **Enter**
- Press **1** to enter the **General menu**
- Press **3** to reset all previously selected options from **Y**(yes) to **N** (no)
- Press **2** to for **Options**
- Pressing **3** for **Next** allows you to browse the various submenus and options available, refer to page 7 for further details on the various options available
- To activate an option, press the number adjacent to the option you are wanting to activate, pressing the same number again will deactivate the option, refer to Figure 4
- Once all options required for your task have been activated, press 4 to start scanning, refer to Figure 4

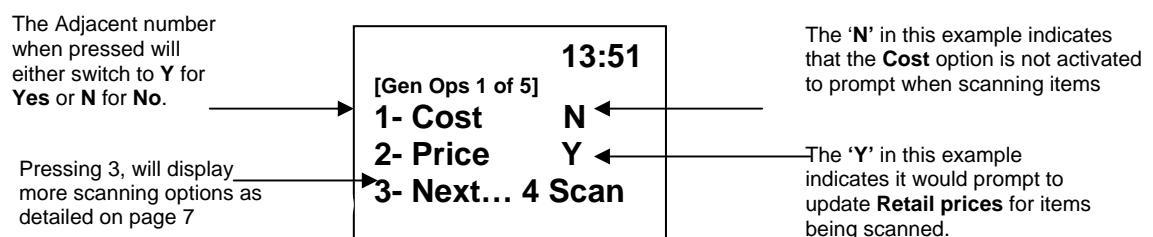


Figure 4: Configuring information

Note: The **Fred Satscan** scanner holds its own settings so if there is more than one **Fred Satscan** scanner they each need to be configured separately. Please contact **Fred Help** for assistance.

In the next section there are step by step **Fred Satscan** configuring procedures for a few of the common **Fred Satscan** tasks.

How to configure Fred Satscan to update retail prices and print labels

- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan menu** press **Enter**
- Press **1** to enter the **General menu**
- Press **3** to **reset all** previously selected options from **Y**(Yes) to **N** (No)
- Press **2** to for **Options**
- Press **2** for **Price** (this will activate the price prompt from **N** to **Y**)
- Press **3** four times to view the last sub menu where the option for **Labels** is listed
- Press **2** for **Labels** (this will activate the label prompt from **N** to **Y**)
- Press **4** to start scanning
- Point the **Fred Satscan** laser towards the barcode of the product, approximately 10cm from the barcode and then push the trigger
- If the **retail price** needs updating type the new **retail price** with a decimal point and then press **Enter**, otherwise if the price does not need changing press **Enter** to continue
- Type the **number of labels** required, otherwise leave blank, press **Enter** to continue
- Continue to scan all other items that need checking and then return **Fred Satscan** back to the cradle where it is left to charge.

How to configure Fred Satscan to only print labels

- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan menu** press **Enter**
- Press **1** to enter the **General menu**
- Press **3** to **reset all** previously selected options from **Y**(Yes) to **N** (No)
- Press **2** to for **Options**
- Press **3** four times to view the last submenu where the option for **labels** is listed
- Press **2** for **Labels** (this will activate the label prompt from **N** to **Y**)
- Press **4** to start scanning
- Point the **Fred Satscan** laser towards the barcode of the product, approximately 10cm from the barcode and then push the trigger
- Type the number of labels required, otherwise leave blank and press **Enter** to continue
- Continue to scan all other items that need checking and then return **Fred Satscan** back to the cradle where it is left to charge.

How to configure Fred Satscan to do a general stocktake of either the dispensary or front of shop (No reporting)

- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan** menu press **Enter**
- Press **1** to enter the **General menu**
- Press **3** to **reset all** previously selected options from **Y**(yes) to **N** (no)
- Press **2** to for **Options**
- Press **3** four times to view the submenu where the option for **Available stock on hand** is listed
- Press **1** for **Available stock on hand** this will activate the **Fred Satscan** prompt from **N** (No) to **Y** (Yes)
- Press **4** to start scanning
- Point the **Fred Satscan** laser towards the barcode of the product, approximately 10cm distance and then push the trigger
- Type the counted stock on hand quantity, press **Enter** to continue
- Continue to scan all other items and then return **Fred Satscan** back to the cradle where is left to charge.

Note: If the wrong stock on hand amount was entered for an item, scan the item again and enter the right information. If there is stock located both in the shop and storeroom add the two quantities together and type the TOTAL stock on hand figure.

How to configure Fred Satscan to add a New Alias to an item that won't scan on the shelf

- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan** menu press **Enter**
- Press **1** to enter the **General menu**
- Press **3** to **reset all** previously selected options from **Y**(yes) to **N** (no)
- Press **2** for **Options**
- Press **3** twice to view the submenu where the option for **Alias** is listed
- Press **2** for **Alias** (this will activate the **Alias** prompt from **N** to **Y**)
- Press **4** to start
- To search for the item, type the **PDE** number (Item lookupcode) of the product

If typing the **PDE** number does not find the item, the item **Alias** will need to be updated from **Store Operations Manager**, refer to page 17.

- Point the **Fred Satscan** laser to the barcode of the product at about a 10cm distance and then push the trigger
- Continue to scan all other items that need updating and then return **Fred Satscan** back to the cradle where it is left to charge.

Ordering Menu

How to Create an Order Using Fred Satscan

Creating Orders with **Fred Satscan** is quick and easy. Items to order can either be added to an existing order or a new order. When creating orders with **Fred Satscan** it automatically creates an 'order number' locally at the store first in **Store Operations Manager**, and then synchronises the order and items to **Fred NUHQ**. The standard description for an order created with **Fred Satscan** is **Fred Satscan order (order number)**. The **order number** can later be referenced to enter into **Fred Satscan** to either edit or receive the order.

To create a Fred Satscan order:

- Ensure the **Fred Satscan** program is running, refer to Figure 1 page 5
- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan** menu press **Enter**
- Press **2** to enter the **Ordering** menu
- Press **1** to **Add/Edit** the order
- Press **F3** to create a new order
- Scan either the item or shelf label to add to the order. If the shelf label does not scan, type in the **PDE** number manually and then press **Enter**

Note: If the **PDE** number doesn't work, the item isn't listed in the database and needs to be added before it can be ordered, refer to the item management manual for further assistance on creating items.

- Type the **Quantity to Order** and then press **Enter**
- Continue to add other items to the order as outlined above

Tip: Pressing the **F3** function key whilst in the 'quantity to order' menu will prompt you to 'print a label'. Pressing the **F4** function key whilst in this same menu will prompt you to update the 'Quantity on hand'.

How to edit an 'Order' created with Fred Satscan

There are 2 different methods for editing an order that was created using **Fred Satscan**:

1. Using **Fred Satscan**
2. **Fred NUHQ**

Editing the order using Fred Satscan:

The only requirement when editing orders with **Fred Satscan** is the **Order Number** that is automatically created when the order is created. The order number can only initially be found locally in the **Store Operations Manager** program as a **purchase order**, and then later when the next synchronisation occurs (5-15mins), the order is listed in **Fred NUHQ**.

To edit an existing order with Fred Satscan:

- Press Enter from the start up screen
- From the main menu press 2 for **Ordering**
- Press 1 to **Add\ Edit** an order
- Type the **Reference number** and then press Enter

Note: The number to be entered into **Fred Satscan** can be found as part of the order description in **Fred NUHQ/Ordering** as shown below;

Find Results			
Below are you results to you query			
InvID	POID	Purchase Order	
2238017	1494986	Tue, Jun 24, 2008 [11:53] Sigma Inv:Inv 100723372	Ref:100723372

- Scan the Item to be added to the order, refer to Figure 5

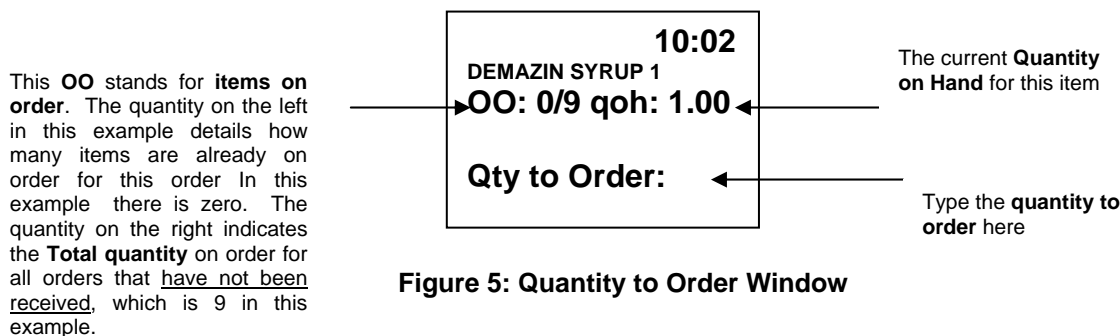


Figure 5: Quantity to Order Window

- Type the quantity you would like to order and press Enter

Editing the order within Fred NUHQ without Fred Satscan:

- If not already logged on, log onto to **Fred NUHQ**, refer to Figure 6

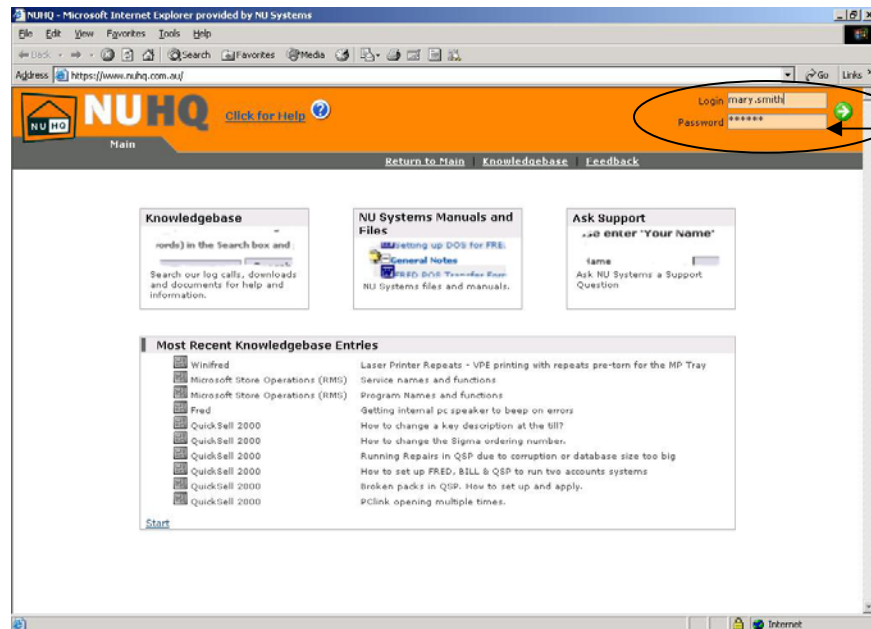


Figure 6: The Fred NUHQ Home Page

- Click the **Ordering** Menu, refer to Figure 7

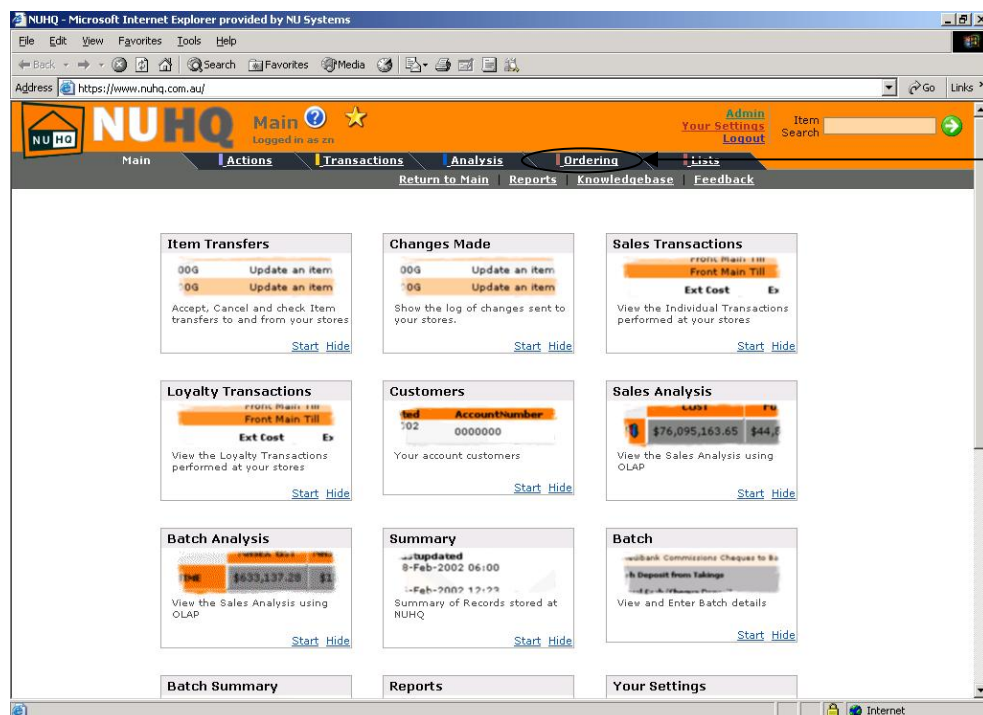


Figure 7: Ordering Menu

- Click the **Edit** icon beside the **Fred Satscan** order description, this will open the order refer to Figure 8

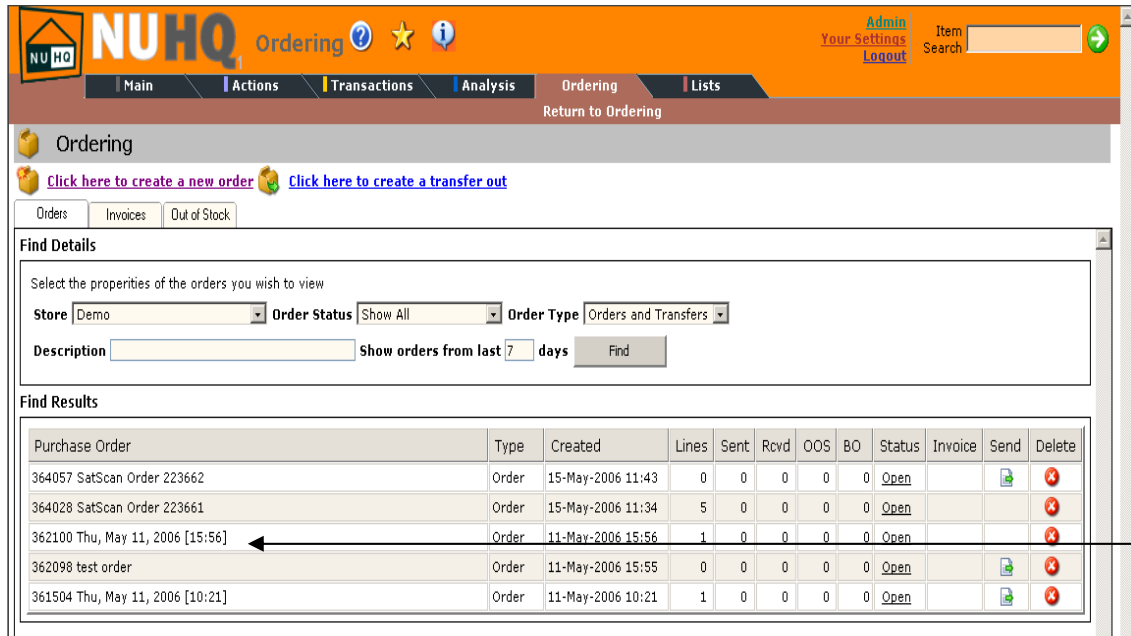


Figure 8: List of Orders

Note: If the order is not listed in **Fred NUHQ** wait at least 5 –15mins as it will only appear after its next synchronization.

- Click the **Add** option to add additional items to this order or adjust quantities in the **quantity ordered** column refer to, Figure 9

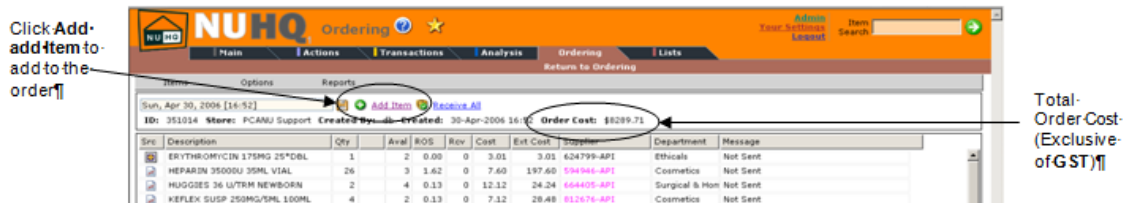


Figure 9: Adding Additional Items

Advantages for receiving orders with Fred Satscan

There are a number of important reasons for receiving orders directly with **Fred Satscan**:

- It is a way of reconciling what was ordered is what was delivered to the pharmacy
- It is also a way of checking for new product **APN** numbers on newly packaged items, which can be fixed before being put out into stock
- It eliminates the need for manually ticking items off on an invoice

It is therefore critical that all orders are received with this method before the items are put on the shelf. Listed below, are instructions on how to receive an order that was created using the **Fred Satscan**.

How to receive an 'Order' using Fred Satscan

The purpose of receiving items with the **Fred Satscan** is so, as the order is being unpacked the items are being received by scanning with **Fred Satscan**. To simplify the receiving, start with a couple of empty baskets, one for the stock that scans first go and the other basket for items that do not scan, that can be put aside to be fixed at the end. In most cases items that do not scan at all during the receiving process are updated from the back office computer.

Before you begin it is always advisable to make a quick check of the total order cost , refer to figure 9 and compare this to the total invoice cost for your order (exclusive of GST).

To start receiving the order with Fred Satscan:

- Press **Enter** from the start up screen
- From the main menu press **2** for **Ordering**
- Press **2** to **Receive** an order
- Type the **Order Reference number** located in **Fred NUHQ** as part of the **order description**. Pressing **F3** without entering a **reference number** will allow you to receive items from any order that has a status of either **Open** or **Some received**, (items listed in the oldest order are received first), refer to Figure below.

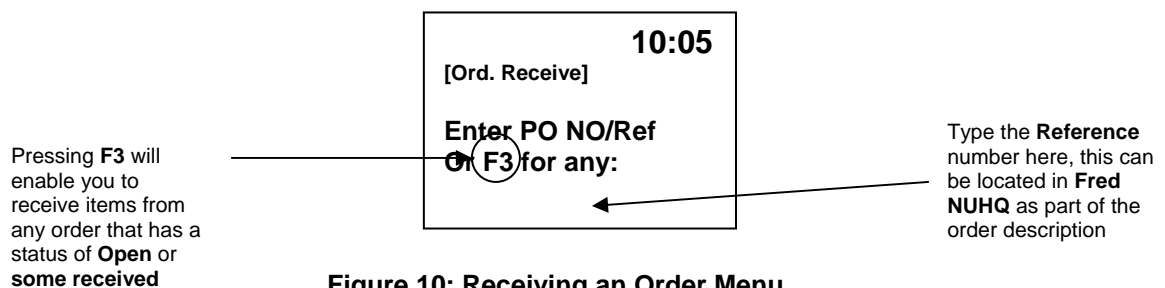


Figure 10: Receiving an Order Menu

Note: The F3 key is not available when using FredSatscan with Fred Office.

- Scan the barcode of an item found in the order, refer to Figure 11

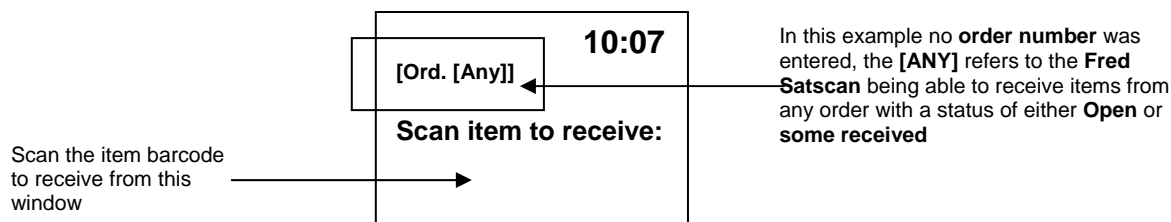


Figure 11: Receiving items using Fred Satscan

Note: Scanning the item once, will automatically receive the quantity of 1. This saves having to scan single items and having to enter the quantity of 1 each time. In the case where there is more than 1 of the same item to receive, you can scan the item once followed by the quantity to receive straight after, refer to Figure 12

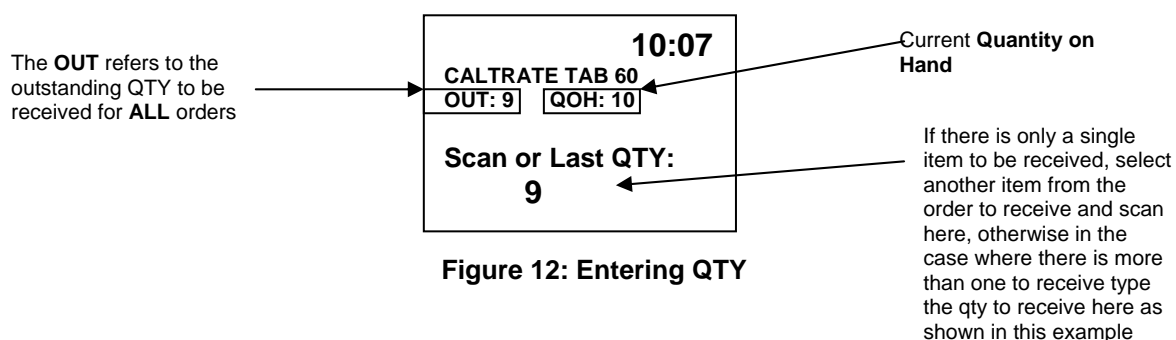


Figure 12: Entering QTY

- Continue to receive all other items in the order as above until all items have been received.
- When all items have been received the ordering status within **Fred NUHQ** should be **Closed**. This indicates that all items in this order have been fully received.

Note: If an item does not scan or does not have a barcode to scan try entering the **PDE** number to receive, put this item in the basket where items don't scan to review at the end, however the qty has been received.

Reviewing Items that have been put aside that won't scan when receiving with the Fred Satscan

Items that won't scan during the receive process that need to be put aside in a separate basket occur for a number of reasons:

- Item is listed in an order to be received but now has new packaging (new APN needs to be added to this stock card)
- The wrong item has been delivered in the order
- The item does not have a barcode to scan (label needs to be printed),
- It is a new Item that was initially ordered over the phone, there is no stock card listed for this item to receive against.

Item is listed in an order to be received but now has new packaging (new APN needs to be added to this stock card):

- Open **Store Operations Manager** from the main windows screen
- Log on using your **Cashier login**
- Click the **Database Menu**
- Click **Items**
- Search for the Item by either **Description** or **PDE number** (ensure lookupcode/description/alias is selected)
- Click **Find now** to search
- Highlight the item to edit
- Click **Properties** to edit the stock card details
- Click the **Alias** tab to show the barcodes window
- Click **Add** to either scan or manually type the new barcode for this item
- Click **Ok** twice to save
- Receive the item with **Fred Satscan** or alternatively receive manually within **Fred NUHQ** by adjusting the **received quantity** in the **received column** for this order

The wrong item has been delivered in the order:

- Log on to **Fred NUHQ**
- Click **Ordering**
- Click **Edit** to open the order
- Find the item that was not sent in the order and change the **quantity ordered** to zero, in the quantity column.
- To reorder this item for the next order, search for the item in your database and then add to the **Quickpad list**, otherwise make a note to add manually to the next order
- Write up a manual credit for this item following your normal procedures

The item does not have a barcode to scan (label needs to be printed):

- Log on to **Fred NUHQ**
- Search for the item (top right hand corner)
- Point the mouse pointer to the **orange cube** beside the item description to display the drop down menu, refer to Figure 13

Select this option to print a label

The screenshot shows a web browser window titled 'NUHQ - Microsoft Internet Explorer provided by NU Systems'. The address bar shows 'https://www.nuhq.com.au/item/index.asp?mode=find&action=search&find=berocca'. The main content area displays a table of items with columns: Description, Qty, Cost, Price3, Markup, Store, Lookup, HQUID, ROS, and Lastup. The table lists various BEROCCA items. A context menu is open for the item 'BEROCCA EFF TROPICAL 10', showing options such as 'Show AppCAT Item', 'Show related NUHQ Items', 'Show Item Graphs', 'Edit this Item', 'Add to Item List', 'Transfer this Item', 'Change item's Price', 'Change item's Quantity', 'Change item's Cost', 'Allocate to Hiv', and 'Print Label'. An arrow points to the 'Print Label' option.

Description	Qty	Cost	Price3	Markup	Store	Lookup	HQUID	ROS	Lastup	
BEROCCA PERFORMANCE 30 TA	0	11.87	18.90	59.29%	PCA NU Systems ...	991557	88064	n/a	06-Sep-	
BEROCCA EFF TROPICAL 10	n/a	4.52	8.28	83.19%	AppCAT		15037		24-Nov	
BEROCCA TROPICAL FLAVOR EFF 10	60	4.46	7.45	67.04%	NUHQ Demo Store 1	043109	15037	0.00	15-Nov-	
BEROCCA TROP/EFF/TAB 10	0	4.46	7.55	69.47%	PCA NU Systems ...	884812	15037	n/a	06-Sep-	
BEROCCA EFF TROPICAL 20	n/a	8.26	15.15	83.41%	AppCAT		15038		24-Nov	
BEROCCA TROPICAL FLAVOR EFF 20	-1	8.35	13.60	62.87%	NUHQ Demo Store 1	045591	15038	n/a	16-Nov-	
BEROCCA TROP/EFF/TAB 20	0	8.18	13.81	68.93%	PCA NU Systems ...	884820	15038	n/a	06-Sep-	
BEROCCA EFF VIT B TABS 10	n/a	4.52	8.28	83.19%	AppCAT		14896		24-Nov	
BEROCCA PLAIN EFF 10	2	4.10	8.20	99.88%	NSW demo Store	685062	14896	n/a	12-Nov-	
BEROCCA PLAIN EFF 10	0	5.00	9.00	80.00%	NUHQ Demo Store 1	127944	14896	n/a	25 days	
BEROCCA EFFERV/TAB 10	-1	4.46	7.45	67.04%	PCA NU Systems ...	685062	14896	n/a	03-Sep-	
BEROCCA EFF VIT B TABS 20	n/a	8.26	15.15	83.41%	AppCAT		14897		24-Nov	
BEROCCA PLAIN EFF 20	-1	8.17	14.95	82.99%	NUHQ Demo Store 1	148429	14897	n/a	25 days	
	0	9.26	13.85	49.57%	PCA NU Systems ...	830798	14897	n/a	06-Sep-	
Show AppCAT Item	5 30	n/a	11.24	20.61	83.36%	AppCAT		14898	27 day:	
Show related NUHQ Items	21	10.12	14.25	40.79%	NSW demo Store	493147	14898	n/a	10-Nov-	
Show Item Graphs	2	11.03	17.95	62.74%	NUHQ Demo Store 1	179796	14898	0.00	05-May-	
AB 15	-4	12.07	18.70	54.93%	PCA NU Systems ...	493147	14898	n/a	11-Nov-	
	n/a	6.99	12.57	79.83%	AppCAT		88065		27 day:	
	15	-1	7.04	11.02	56.53%	NUHQ Demo Store 1	640581	88065	n/a	22-Nov-
	n/a	11.24	20.61	83.36%	AppCAT		15039		27 day:	
EFF 30	8	10.21	14.25	39.58%	NSW demo Store	806145	15039	n/a	30-Oct-	
EFF 30	-2	11.12	20.40	83.45%	NUHQ Demo Store 1	177923	15039	n/a	16-Nov-	
EFF 30	7	11.13	18.76	68.63%	PCA NU Systems ...	806145	15039	n/a	24-Dec-	
EFF 10	1	3.99	8.20	105.34%	NSW demo Store	884812	143906	n/a	25-Aug-	
	30	n/a	8.50	15.28	79.76%	AppCAT		82721	27 day:	
BEROCCA TABS 30	4	9.83	10.25	4.27%	NSW demo Store	427829	82721	n/a	14-Nov-	
BEROCCA REGULAR TAB 30	1	10.00	9.00	-10.00%	PCA NU Systems ...	427829	82721	n/a	31-Dec-	

Figure 13: Item Menu

- Select the option **Print labels**, refer to Figure 13
- Type the number of labels you would like to print
- Select the store that you would like to **print labels** for
- Click **Apply**

Note: The labels will print after the next synchronisation (5-15mins). Alternatively, refer to page 9 of this manual to use the **Fred Satscan** to print labels.

It is a new Item that was initially ordered over the phone, there is no stock card listed:

There are a number of things to consider when creating new stock cards, refer to the **Item Management Manual** for further information. Once the item is available in the database, use the **Fred Satscan** to receive the item or manually receive within the order.

Updating Price Changes for the Order

Items that are sent through the Internet, automatically have the **cost price** in the stock card updated when the **electronic invoice** for the order is returned. The **retail price** does not automatically get updated, it is up to the store to review price changes. Orders that are not sent via the Internet that are sent manually will have to have both **cost** and **retail prices** manually updated within the order in **Fred NUHQ**.

To review price changes for orders sent via the Internet:

- Log on to **Fred NUHQ** if not already logged on
- Click the **Ordering** menu
- Click the **Fred Satscan** order description, this will open the order
- Click the **Reports** Menu
- Select **Pricing (Changes Only)** or **Pricing (All Items)** from here you are able to compare **previous old cost** to **current cost** pricing after receiving the **electronic invoice**. The **Pricing Report** also lists the old mark up based on your previous cost price as well a new mark up based on your current cost, refer to Figure 14.

Previous cost price before electronic invoice was received

New cost price after electronic invoice was received

Current Retail price including GST

Selecting either one of these options will enable you to change the **retail price** for this item as well a **print label** for the stores selected

New mark-up based on new cost information

Old mark-up based on old cost information

NUHQ - Report - Microsoft Internet Explorer provided by NU Systems

Order Pricing Report

Date: 21-Feb-2005 09:05

Filter Details
Order 116049

Item	Reorder Number	Supplier	Old Cost	New Cost	Cost Change %	GST	Retail Price	Old Markup	New Markup	Change Price	Print Labels
ANGININE TAB 600MCG 100	231811	Sigma	\$4.01	\$4.01	Up 0.00%	N	\$6.70	67.08%	67.08%	Change Price	Print Label
BENADRYL CHESTY COUGH 200ML	241539	Sigma	\$10.68	\$10.68	Up 0.00%	N	\$17.80	66.66%	66.66%	Change Price	Print Label
BREATH A TECH MASK CHILD	389585	Sigma	\$5.13	\$5.13	Up 0.00%	F	\$7.70	50.09%	50.09%	Change Price	Print Label
CAMPBOR 4X5G TAB BLISTER CARD	340877	Sigma	No Cost	\$0.98	0.00	Y	\$1.80	0.00%	66.98%	Change Price	Print Label
CENTRUM M/VIT TAB SLCT 50+ 30	528851	Sigma	\$6.55	\$6.55	Up 0.00%	Y	\$9.95	38.10%	38.10%	Change Price	Print Label
DIFFLAM C SOLN 200ML	232884	Sigma	\$8.92	\$8.92	Up 0.00%	N	\$17.80	99.55%	99.55%	Change Price	Print Label
DIRIXINE PAED NASAL DROPS 15ML	321836	Sigma	No Cost	\$0.00	0.00	N	\$13.35	0.00%	0.00%	Change Price	Print Label
EFEVOR TAB 37.5MG 56	131482	Sigma	\$35.16	\$35.16	Up 0.00%	N	\$0.00	-100.00%	-100.00%	Change Price	Print Label
ELEVIT PRONATAL TAB 30	615831	Sigma	No Cost	\$14.31	0.00	N	\$23.65	0.00%	65.26%	Change Price	Print Label
FEFOL SPANSULES 30	086942	Sigma	No Cost	\$5.61	0.00	N	\$9.70	0.00%	72.90%	Change Price	Print Label
FESS NASAL SALINE L/DROPS 25ML	688457	Sigma	No Cost	\$7.43	0.00	Y	\$13.60	0.00%	66.40%	Change Price	Print Label
FGF TAB 30	194068	Sigma	No Cost	\$2.08	0.00	N	\$3.65	0.00%	75.48%	Change Price	Print Label
GRDN ANTI DIARRHOEA TAB	587824	Sigma	No Cost	\$0.00	0.00	N	\$8.95	0.00%	0.00%	Change Price	Print Label
GRDN ANTISEPTIC LIQUID 15ML	587907	Sigma	No Cost	\$3.25	0.00	Y	\$6.95	0.00%	94.41%	Change Price	Print Label
GRDN CLOTRIMAZOLE 6DAY CRM 35G	698654	Sigma	No Cost	\$5.75	0.00	N	\$10.95	0.00%	90.43%	Change Price	Print Label
GRDN IBUPROFEN KIDS SUSP 200ML	670653	Sigma	No Cost	\$6.72	0.00	N	\$5.95	0.00%	137.35%	Change Price	Print Label
GRDN ORAL PAIN RELIEF GEL	585679	Sigma	No Cost	\$2.93	0.00	Y	\$6.55	0.00%	103.23%	Change Price	Print Label
LANOLINE 40G	043711	Sigma	No Cost	\$2.61	0.00	Y	\$5.10	0.00%	77.64%	Change Price	Print Label
MACRODANTIN CAP 50MG 30	018598	Sigma	\$9.00	\$9.00	Up 0.00%	N	\$0.00	-100.00%	-100.00%	Change Price	Print Label
MONISTAT 1 SFT OVULE + CRM 96M	685586	Sigma	\$11.75	\$11.75	Up 0.00%	N	\$19.95	69.78%	69.78%	Change Price	Print Label
MYLANTA LIQ 500ML	012229	Sigma	No Cost	\$5.92	0.00	Y	\$8.45	0.00%	29.76%	Change Price	Print Label
NITRO-DUR PATCH 5 30	168971	Sigma	\$20.36	\$20.36	Up 0.00%	N	\$0.00	-100.00%	-100.00%	Change Price	Print Label
PANTENE COND COL/REV 400ML	613711	Sigma	No Cost	\$6.89	0.00	Y	\$10.65	0.00%	40.52%	Change Price	Print Label
SCHOLL ANTI PRESSURE PADS	187526	Sigma	No Cost	\$0.00	0.00	Y	\$7.65	0.00%	0.00%	Change Price	Print Label
SPIRIVA INHALET CAP 18MCG 30	639864	Sigma	\$62.50	\$62.50	Up 0.00%	N	\$0.00	-100.00%	-100.00%	Change Price	Print Label
VITAMINORUM TAB 100	042697	Sigma	No Cost	\$5.07	0.00	Y	\$8.70	0.00%	56.00%	Change Price	Print Label
VOLTAREN EMULGEL 50G	196386	Sigma	\$8.23	\$8.23	Up 0.00%	Y	\$13.60	50.23%	50.23%	Change Price	Print Label
WAXSOL EAR DROPS 5% 10ML	031112	Sigma	\$6.61	\$6.61	Up 0.00%	Y	\$10.90	49.91%	49.91%	Change Price	Print Label
ZANIDIP TAB 10MG 30	617993	Sigma	\$18.72	\$18.72	Up 0.00%	N	\$0.00	-100.00%	-100.00%	Change Price	Print Label

Done

Figure 14: Order Pricing Report Window

- Review all Items in this **pricing report** that may require a price change

- To update the **retail price** for an item select either the **Change price\ print label** option beside the **item description**, refer to Figure 14
- Type the new **Retail price** select the **single label option** to **print a label** and the **stores** this change applies to, refer to Figure 15

NUHQ - Microsoft Internet Explorer provided by NU Systems

NUHQ Demo Store 1

COMBANTRIN SUSP 50MG 50ML

Current cost 10.05
Current price 18.25

New price (Markup

Change in stores
Hold Control and Click to select multiple

- NSW demo Store (\$16.50)
- NUHQ Demo Store 1 (\$18.25)
- PCA NU Systems Support (\$15.90)

Print labels ☒ [single label]

Apply Cancel

Type the **New Retail price** here, including GST

Select this option **single label** if you would like to print a label

By holding down the **Ctrl** key and clicking with the mouse you are able to select the stores the price change and label printing is to take place at

Clicking **Apply** will save the change made to the **retail price** and **print a label** if selected

Figure 15: Changing Retail Prices and Printing labels within the Pricing Report in Fred NUHQ

- Click **Apply** to save changes, refer to Figure 15

To update supplier cost information manually for orders not sent via the Internet:

- Log on to **Fred NUHQ** if not already logged on
- Click the **Ordering** menu
- Click the **Fred Satscan** order description
- Click in the **Cost** column to update cost pricing information here, refer to Figure 16

Click in the **Cost** column to adjust cost information

The screenshot shows the NUHQ Ordering system interface in a Microsoft Internet Explorer browser. The address bar shows the URL: https://www.nuhq.com.au/ordering.asp. The page has a navigation bar with tabs: Main, Actions, Transactions, Analysis, Ordering, and Lists. The 'Ordering' tab is selected, and the 'Return to Ordering' link is visible. Below the navigation bar, there's a section for 'Items' with a table of items. The table has columns: Src, Description, Qty, Aval, ROS, Rcv, Cost, Ext Cost, Supplier, Department, and Message. The 'Cost' column is highlighted with a mouse cursor. Below the table, there's a 'Usage View' section with a legend for Grid Colours and Message Codes. The legend includes: Normal (white), Out of Stock (light blue), Alternate W/H (light yellow), Closed Item (light green), Back Ordered (light purple), Not Found in NUHQ (pink), and Non Primary Supplier (purple). The Message Codes section includes: GW: A Gateway Error, DEL: Deleted Item, N.S: Not Stocked, TOS: Temporary Out of Stock, WH: Alternate Warehouse, OS: Out of Stock Quantity, DIS: Discontinued Stock, UNA: Unavailable, APC: Not Matched to AppCAT, BO: Backordered Quantity, AWS: Awaiting Supply, MCS: Manufacturer Cant Supply, S/O: Short Ordered, HQ: Not Found in NUHQ, and NOF: Not on File. A note at the bottom of the Message Codes section says: NOTE: Double click on Description to edit the Item.

Src	Description	Qty	Aval	ROS	Rcv	Cost	Ext Cost	Supplier	Department	Message
	ERYTHROMYCIN 175MG 25*DBL	1	2	0.00	0	3.01	3.01	624799-API	Ethicals	Not Sent
	HEPARIN 35000U 35ML VIAL	26	3	1.62	0	7.60	197.60	594946-API	Cosmetics	Not Sent
	HUGGIES 36 U/TRM NEWBORN	2	4	0.13	0	12.12	24.24	664405-API	Surgical & Hon	Not Sent
	KEFLEX SUSP 250MG/5ML 100ML	4	2	0.13	0	7.12	28.48	812676-API	Cosmetics	Not Sent
	PANADOL CAP 500MG 96	8	6	0.13	0	9.57	76.56	404977-API	Feminine Hygie	Not Sent
	PHOSPHATE SANDOZ TAB 100	2	23	0.13	0	20.03	40.06	651990-API	Cosmetics	Not Sent
	TRITACE TITRATION P/PCK	3	0	0.00	0	20.41	61.23	436089-API	Ethicals	Not Sent
	ACE SPACER CLOUD ENHANCER	24	23	0.00	0	5.80	139.20	332510-SIGMA	Photographics,	Not Sent
	BENADRYL CHESTY COUGH 100ML	2	5	0.13	0	86.70	173.40	052217-SIGMA	Coughs and C	Not Sent
	BORACIC ACID PDR 100G	2	9	0.13	0	59.34	118.68	314211-SIGMA	Confectionery	Not Sent
	CALTRATE TAB 600MG 120	48	0	0.13	0	21.60	1036.80	218073-SIGMA	Cosmetics	Not Sent
	COLGATE T/P REGULAR 140G	14	5	0.26	0	7.80	109.20	080598-SIGMA	Hair Accessori	Not Sent
	COUMADIN SODIUM TAB 2.0MG 50	20	12	0.13	0	10.72	214.40	088823-SIGMA	Cosmetics	Not Sent
	DOVE B/WASH TRIAL PK 100M&PUFF	2	3	0.13	0	5.42	10.84	321265-SIGMA	Oral Hygiene	Not Sent

Figure 16: Adjusting Cost information manually for Suppliers with no Electronic invoicing

Stocktake Menu

The stocktake menu has been designed to allow you to pick a department in the store that you would like to perform a stocktake on. There are no options to configure, you are ready to begin scanning as soon as you have selected **3** for **Stocktake** from the **main Fred Satscan menu**. At the end of the stocktake, a report can be generated that will detail items that were missed with a positive stock on hand quantity. The report can also be modified to generate Items that were stocktaked during that session.

Procedures for performing a Stocktake:

- Ensure the **Fred Satscan** program is running, refer to Figure 1 page 5
- Push the trigger to activate the **Fred Satscan** display if not already on
- From the starting **Fred Satscan menu** press **Enter**
- Press **3** to enter the **Stocktake menu**, refer to Figure 17

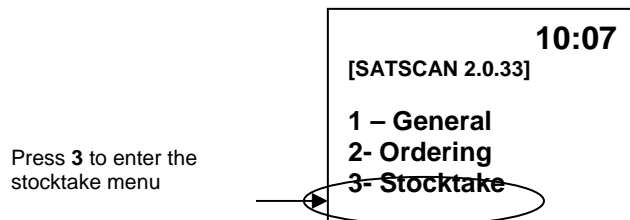
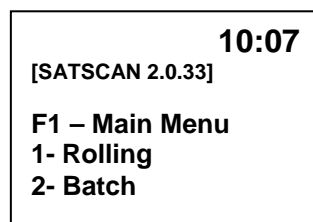


Figure 17: Selecting Stocktake from the main menu

- Press **1** for a Rolling stocktake or **2** and enter the **Batch** number.



- Scan an item to stocktake if it doesn't scan try typing the **Item Lookup code** number instead, refer to Figure 18

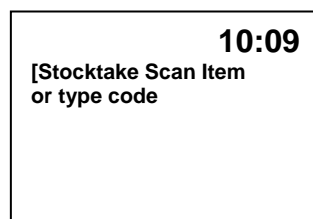


Figure 18: The Stocktake Window ready to scan

- Count the stock on hand for this item, refer to Figure 19

Note: If there is stock located both in the shop and storeroom add the two quantities together and type the TOTAL stock on hand figures.

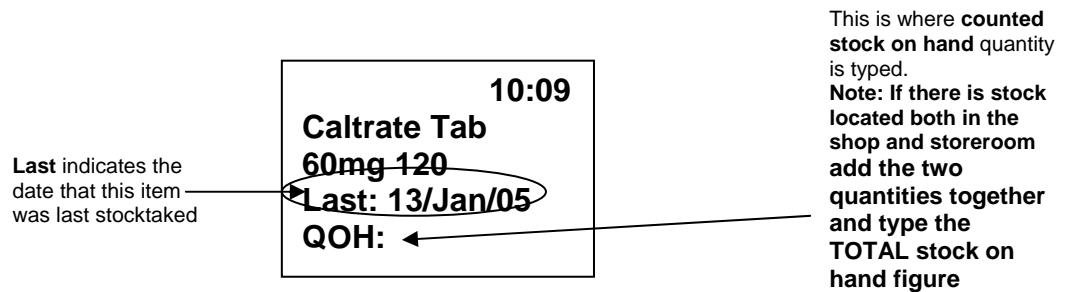


Figure 19: Item that has been scanned in the stocktake menu

If the wrong stock on hand amount was entered for an item, scan the item again and enter the right quantity

- Continue to stocktake all other items in the department chosen for the stocktake

Fred Satscan Reporting

Reporting on Items Not Updated during a Rolling Stocktake (With Live Fred Satscan method)

The following **Item Stock Value report** is designed to report on items that were not scanned or updated during the Stocktake:

To Generate the Report:

- If not already logged onto **Fred NUHQ**, log in
- Click the **Main** menu
- Click the **Reports** menu

All reports are then sorted into various folders within the **Reports** menu making them easier to locate

- Click the **Item** folder, refer to Figure 20

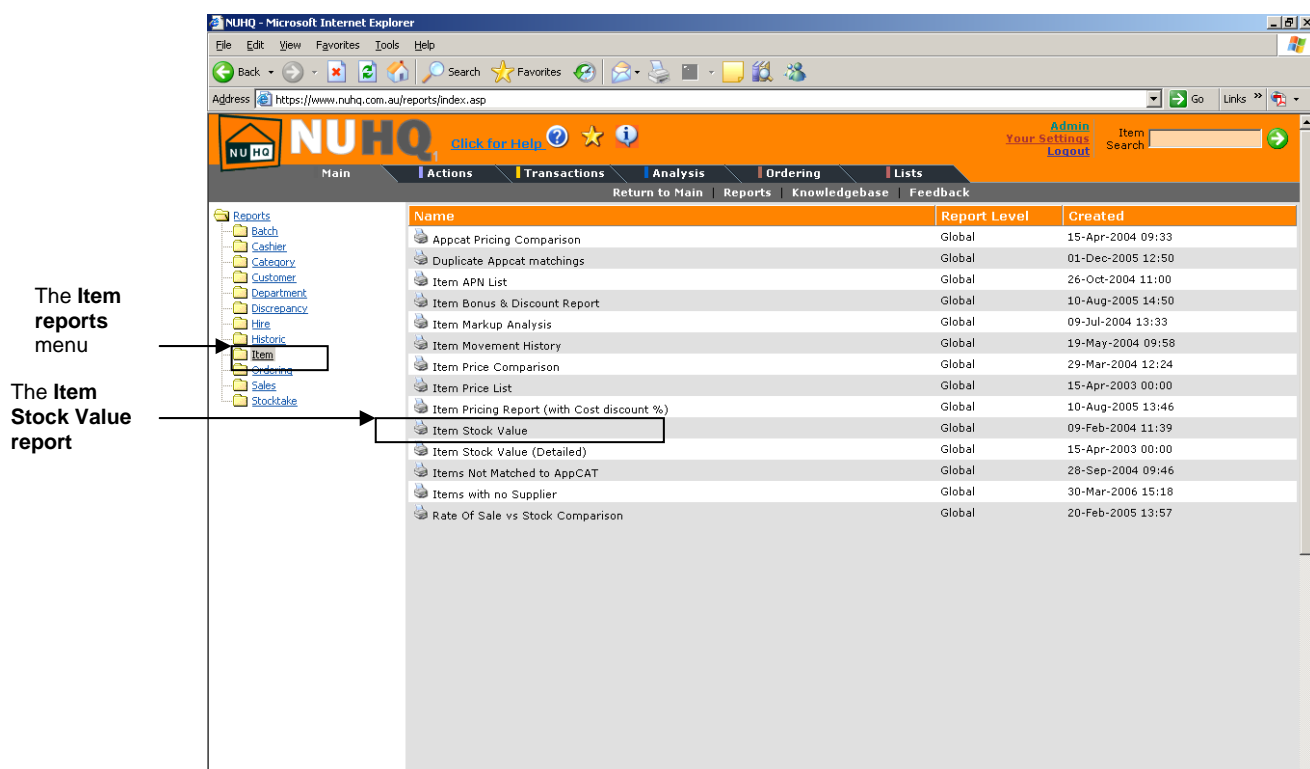


Figure 20: Fred NUHQ Reports Menu

- Scroll down and highlight the filter called **Item Last Updated Before [prompt]**
click **Add**, refer to Figure 21

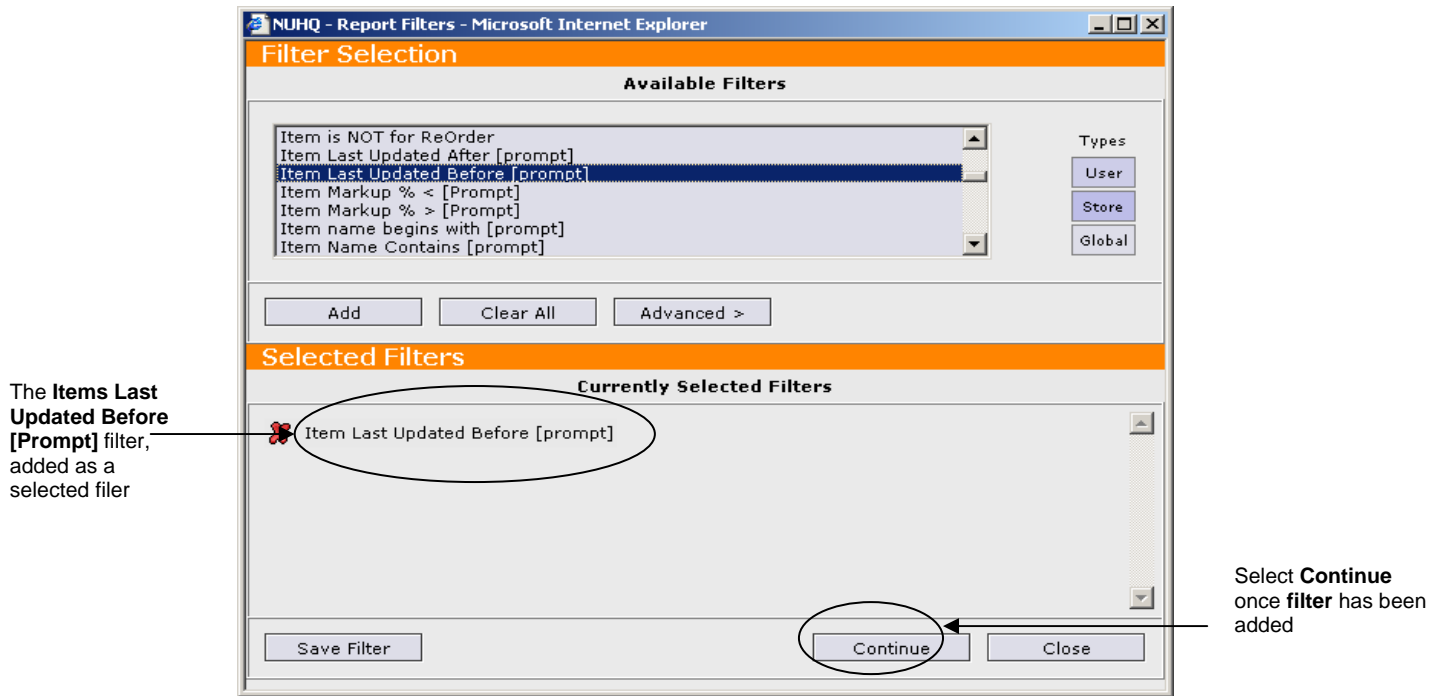


Figure 21: Fred NUHQ Report Filters Window

- Click **Continue**
- Enter the date you began the stocktake
- Click **Continue** to generate the report to the screen

The items listed in this report, are items that were not scanned or updated at all during the stocktake. If you would like to only report on items not updated that had a non zero quantity, regenerate this report and add an additional filter **Item Qty NOT Zero**

Reporting on Items Updated during a Rolling Stocktake (With Live Fred Satscan method)

The following **Fred Satscan** report is designed to report on items that were updated during the **Stocktake**:

To Generate the Report:

- If not already logged onto **Fred NUHQ**, log in
- Click the **Main** Tab
- Click the **Report** Tab

All reports are then sorted into various folders within the **Reports** Tab making them easier to locate

- Click the **Stocktake** folder, refer to Figure 22

The screenshot shows the NUHQ web application interface. On the left, a tree menu under 'Reports' has the 'Stocktake' folder selected. An arrow points from the text 'The Item Stocktake (SATSCAN) report' to the 'Item Stocktake (Satscan) Report' entry in the main table. Another arrow points from the text 'The Stocktake reports menu' to the 'Stocktake' folder in the left menu. The main table lists reports with columns: Name, Report Level, and Created.

Name	Report Level	Created
Item Stocktake (Satscan) Report	Global	24-Dec-2004 10:23
Physical Stocktake Summary	Global	25-May-2004 13:24

Figure 22: Stocktake Reports

- Click the report listed called **Items Stocktake (Fred Satscan) report**, refer to Figure 22

- Scroll down and highlight the filter called **Items last Stocktaked After [Prompt]**, click **Add** refer to Figure 22

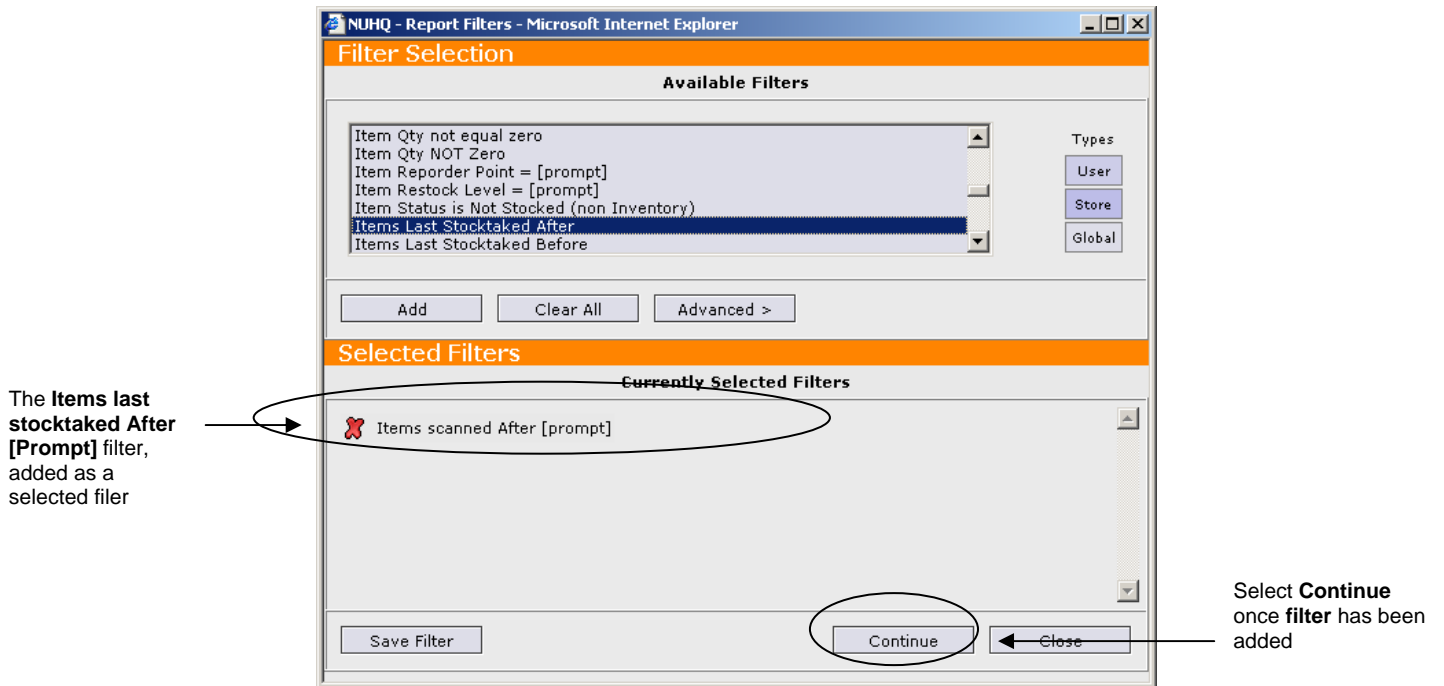


Figure 23 Adding Filters for Fred Satscan report

- Click **Continue**, refer to Figure 24
- Select the date for the **Fred Satscan** report, refer to Figure 25

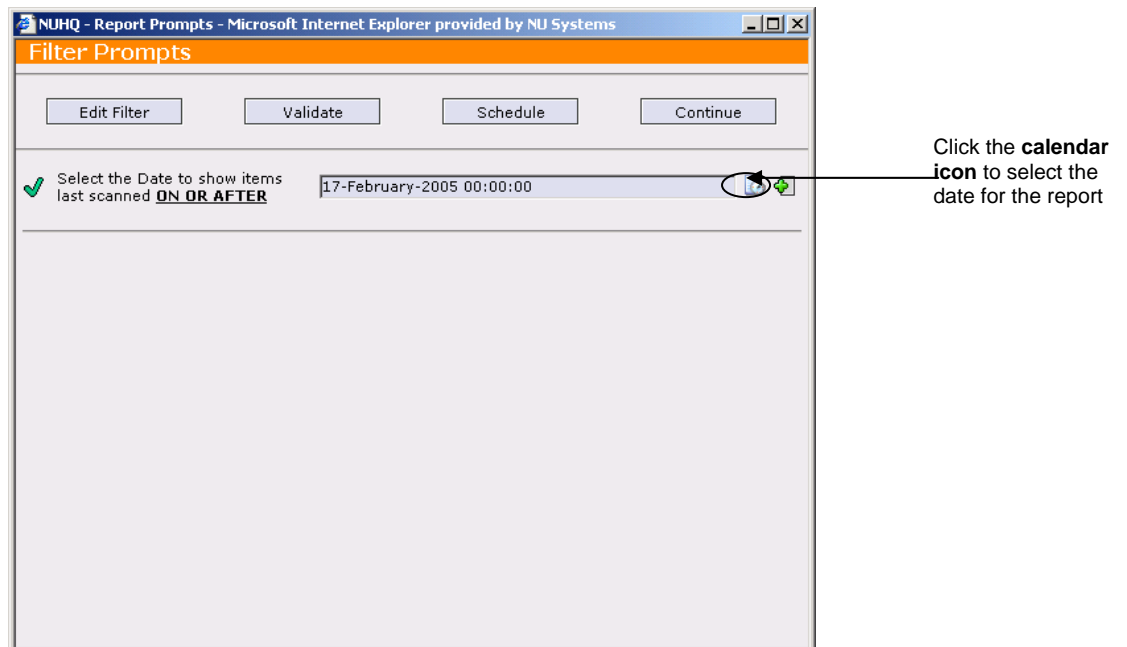


Figure 24 Select the Date for the report

- Click **Continue**, to generate the report
- Click the **Printer Icon** to print the report

Appendix

Function Key Summary

Function key F1	Function Key Purpose
Pressing Shift and F1 from the main menu	Displays additional Program Version Details
Pressing Shift and F1 whilst within any of the main menu options (General/Ordering/Stock take)	This will return you back to the previous viewed menu, without needing to Esc back to the main menu and start again
Pressing F1 from the main menu	This will enhance the display
Function key F2	
Pressing Shift and F2 from the main menu	Displays the pharmacy name that the Fred Satscan belongs to
Pressing F2 from the main menu	Will lighten the display
Function key F3	
Pressing F3 within the Adit/Edit menu within Ordering	Will create a new Order. The order will take 5-15mins before it will appear in Fred NUHQ .
Pressing F3 whilst in the Quantity to order window within the Ordering	Will prompt to print labels for the item being scanned
Pressing F3 within the order receive menu	Will enable Fred Satscan to receive items ordered within any order that has not been received and still remains open, items listed in the oldest order are received first
Function key F4	
Pressing Shift and F4 from the main menu	This displays a number of features regarding the Fred Satscan setup. There is no reason to have to edit any of the information unless introducing other Fred Satscan guns , as the address would need to be unique for each . So Gun 1 would be address 1 and Fred Satscan Gun 2 would be address 2. Please contact Fred Help for assistance.
Pressing F4 whilst in the Quantity to order window within the Ordering menu	Will prompt to update the quantity on hand for the item being scanned

Trouble shooting

Problem	Solution
Items won't scan even though they are listed in the file	<ol style="list-style-type: none">1. Check your scanning technique; Hold the Fred Satscan approximately 15cm away from the item and scan from this distance2. Check for loose cables
Time out Error	Reset the scanner using a paper clip. Please call, Fred Help if unsure of this procedure.
When operating more than one scanner at one time, the same items are being displayed on all scanners	Check what station the scanners are set to. From the main start up menu screen press the SHIFT button and then F4 . If they are set to the same station they need to be reconfigured to a different station. Contact Fred Help to resolve this problem.

If the problem cannot be resolved please contact Fred Help for additional assistance